


November 6, 1942

TO DEPARTMENT HEADS:

In working out class schedules for the spring semester, it is suggested that departments follow closely the principles outlined below:

1. Fill one room to capacity before using a second room.
 2. Schedule 40% of the work in the afternoon hours; and 10% (included in the 40%) at 3:30 or later, or at Tuesday-Thursday-Saturday morning hours.
 3. Request a room from the Committee instead of using a department room of normal or large size, in case of a class which probably will have a small enrollment.
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The problem of providing satisfactory rooms for classes of the University, the Navy, the CPT, and the Signal Corps can be met, I am confident, if we all cooperate in following the suggestions enumerated above.

Sincerely yours,

RAYMOND NICHOLS, Chairman
Committee on Assignment of Quarters